

Management Analyst
\$62,000 –\$75,000 annually, D.O.Q.

Village of Antioch, IL (pop. 13,000).

Antioch's mission is to enhance and preserve a high quality of life by providing fiscally sound and responsive services, programs and facilities with the highest degree of professionalism, integrity and efficiency so that Antioch continues to be a great place to live and work.

Antioch seeks a full time **Management Analyst** to perform coordination and implementation of a variety of projects. This position acts as a community liaison and assists with community assignments. Work requires the exercise of discretion in performing daily activities based on a complete knowledge of administrative policies and procedures and the Village operations. Work also involves important contacts with officials of other governmental and private agencies and the general public. Performs analytic review of policies and procedures, recommending appropriate goals and objectives; assists in the implementation of approved policies and procedures. Reviews and evaluates operations, practices, and activities of assigned responsibilities, recommending improvements, and preparing various reports on operations and activities. Assists in the preparation and management of the Village's Annual budget. Attends various meetings with the Village Administrator or as a designee, preparing and presenting information as needed. Assists in the administration of Village Ordinances. Assignments are expected to be carried out with limited supervision, using sound judgment in selecting work methods.

Minimum Requirements include:

- Bachelor's degree from an accredited College or University in Public Administration, Engineering, Business or related field, Master's degree preferred.
- Two years of relevant experience in Finance, Engineering, Construction or Public Administration.
- Any equivalent combination of training and experience that produces the competencies desired for the position will be considered.

To Apply:

Submit Village application, resume and salary history to: Village of Antioch, Attention: Jennifer Winegarner, Director of Human Resources, 874 Main Street, Antioch, IL 60002. Fax: (847) 395-1920; e-mail: jwinegarner@antioch.il.gov

More information available at www.antioch.il.gov. EOE/ ADA.

APPLICATION DEADLINE: June 12, 2009